



Office of the City Clerk

Weekly Report – for Week Ending September 16, 2016

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

Staff completed the random sampling of the signatures for the Building Moratorium; Restrictions on General Plan Amendments; and Required Review of General Plan Initiative Ordinance Petition.

Staff has developed partnerships with 23 community based organizations and 15 media outlets as part of a robust 2017 Voter Education and Outreach campaign aimed at increasing voter participation.

Staff continues to prepare for the 2017 Municipal Elections and has optimized warehouse space by clearing out sizable areas previously filled with obsolete materials and duplicate records.

Business Improvement Districts

Staff attended the board meetings for the Studio City and Los Feliz BIDs.

Staff met with Council District 2 and Board of Public Works staff relative to proposed baseline services language for reports.

On September 13, 2016, the Economic Development Committee approved the City Attorney report relative to rescheduling the public hearing and balloting for the proposed Venice Beach Business Improvement District. Staff attended the Jobs Committee relative to the Jobs Creation Council adopted a Motion (Krekorian – Buscaino) relative authorizing the City Clerk to pay a settlement to RHF Partners from the City Attorney Liability Claims Account without further action by the Council or Mayor.

Records Management

The Records Management Officer was deposed in the matter of Bulwer Drive, LLC v. City of Los Angeles, case no. BC 567318.

Systems

Staff is currently doing a live test in the field of the applications functions while recruiting polling places. The application is approximately 90% complete with the reporting of County data compared to City data being the latest module implemented. This module assists the precincting supervisors in verifying the correct transfer of data from City databases into the official Voter's database.

Training has been provided to all internal division web masters on the new Drupal Content Management System (CMS). Each web master will be managing and updating their division's web content. The new City Clerk webpage will be published by early October.

The Business Improvement District (BID) web portal application is completed. The end-to-end workflow has been automated to incorporate multiple templates, online forms, E-signature approval routings, reporting tools, and a manager's overview dashboard. This automation will assist the BID administrators in tracking and managing their Annual Reports for BIDs more efficiently. Let us know if you're interested in seeing a demonstration of this. It's pretty cool!

Administrative Services

Staff submitted the warehouse inventory list to the Controller's Office as part of the GAAP compliance requirement, in addition to the true expenditures for related costs, and the accrual certification. Staff increased the change fund for Records Management, coordinated with Elections to provide CAO revised revenue estimates for this current fiscal year, continued processing relocation payments for constituents in



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Council District 1 and processed a transfer to GSD to install new electronic speaker card kiosks in Council Chambers.

Issue(s)

There was problem with the video streaming of the Council meeting for September 13th where Spanish was heard on the English Channel. The problem has been reported to the Information Technology Agency.